

Report for Week Ending 2 May 1956
from
RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

Project 5-67 - DD/S Reports Survey

No change. Project is 53% complete.

Project 6-13 - Dispatch Format and Procedure

Forms Management Branch has submitted drafts of the new dispatch form to Printing Services Division for preparation of proof copies.

Project 6-22 - DD/I Reports Survey

Completed the survey report on this project. The results of the survey and recommendations for managing reports in the DD/I area will be discussed with the Assistant to DD/I (Administration). Project is now 75% complete.

Project 6-35 - Survey of Procurement Division Contract Files

Fact finding is complete; analysis of findings is underway. Developed recommendations to reduce the number of filing cabinets in the Administration and Control Staff file room and to establish criteria for uniform filing of material in the contract folders. Recommendations will be presented this week to the Chief, Procurement Division. Project is now 30% complete.

General Information

Briefly discussed with the OL/ARO and personnel of the Supply Operations Branch the need for establishing a holding area for completed voucher files to be transferred to the Records Center. The Branch is presently transferring its current files from safes to five drawer cabinets since its area is now secured. We will be able to plan a holding area when this changeover is completed.

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